

## APPLICATION CHECKLIST

### AUCTIONEER SPECIAL REGULATORY APPLICATION - AUC

(EVERY ITEM MUST BE COMPLETE BEFORE APPLICATION AND FEES CAN BE ACCEPTED)

**Two Fingerprint Cards** (obtained from independent fingerprinting agency-call business to verify it continues to provide)

☐ Completed and signed applications:

- **Transaction Privilege Sales Tax Application**
- **Special Regulatory Application**

☐ **License Eligibility Form**

☐ Provide a **list of items to be auctioned**

☐ Signed letter that you are not operating the auction from the business location (out call)

☐ Signed letter that you must notify us a minimum of 4 weeks in advance of each auction

☐ **Photo Identification** to verify that the applicant is over 18 years old

**Need one of the following:**

Trade name registration (if operating under a name other than legal given name)

Articles of Incorporation (if a Corporation)

Articles of Organization (if a Limited Liability Company)

Partnership agreement (if a Partnership)

**Application packet is processed by:**

1. Glendale Tax and Licensing Division
2. Development Services
3. Planning and Zoning
4. Glendale Fire Department
5. Glendale Police Department

**Approval/Denial Timeframe:** The approval /denial timeline **not to exceed 180 days** from the time the applications is accepted by the city.

**Upon denial** the Finance Department shall deny the application if any of the requirements have not been met. In the event of denial the applicant shall be notified by mail of the denial and the reason therefore. The applicant may appeal such denial pursuant to the provisions of the code.